Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date></date>
<name> <address> <address></address></address></name>
Re:
Dear :
As you know our firm represents According to my clients, the are three payments past due. Please consult with your clients and inform me as to when this account can be brought current. If satisfactory arrangements can not be made in the very near future, my clients have instructed me to proceed with actions to gain
possession of the mobile home.
I look forward to your prompt reply.
Sincerely,
By:
: cc: Account No.